

**RFQ # 12-003-44**  
**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**  
**BUILDING EXTERIOR CONCRETE RESURFACING**  
**157 POPLAR AVENUE**

**I. INTRODUCTION**

Shelby County Government (the “County”), is seeking qualifications from interested and qualified Architectural and Engineering firms to provide architectural and engineering services for the Building Exterior Resurfacing of the Shelby County Office Building located at 157 Poplar Avenue (the “Project”).

This Request for Qualification (“RFQ”) is being released to invite interested consultants to submit a Letter of Interest and Statement of Qualification including but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Summary of suggested approach to meet the County objectives for the project.
- Overview of consulting team including clear statements of expertise in design and construction of commercial or governmental facilities with emphasis on design of building exterior, and waterproofing.
- Experience and references of recent projects with similar scope.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound engineering practices.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 5%**) and approach for meeting the participation requirements.
- All consultants must possess a professional license to practice architectural and engineering in the State of Tennessee.
- Adhere to all Title VI requirements and provide proof/documentation;
- Adhere to the requirements of the “Living Wage Ordinance # 328”;
- A written statement of compliance to Title VI and The Living Wage Ordinance must be provided with your response.
- Inclusion of a fee is not required; however, a typical fee structure as percentage of construction cost is requested. A cost proposal will be negotiated with the selected consultant.

**II. SCOPE OF PROJECT**

The Shelby County Office Building was built in the 1960s. After 50 years of weather exposure, the exterior concrete surface has become spalled, exposing the structural metal reinforcement rods in many locations. The concrete exterior also suffered discoloration from the church fire across the street several years ago. Finally, the removal of the existing brise-soleil has exposed

structural aluminum I-beam supports that need to be concealed. This project pertains to resurfacing of the building exterior. The resurfacing of building exterior includes, but is not limited to:

- Repair and restore damaged concrete surface to closely match the existing in color and texture;
- Concrete repair and concrete restoration work include resurfacing, grouting, crack injection repair and structural repair;
- Conceal or remove structural I-beam supports left from the removal of the brise-soleil;
- Clean the exterior surface of the building;
- Re-caulk all joints with a commercial grade exterior joint sealer;
- Seal the entire exterior surface of the building with waterproofing clear sealer.

### **SCOPE OF WORK (SERVICES REQUIRED)**

The consultant will use existing data, surveys, and other applicable sources/documents and specialty consultants to obtain the information necessary to provide architectural and engineering services for the building exterior resurfacing of 157 Poplar Avenue as required by the County: The services include, but are not limited to:

1. Conduct survey and inspection of the building to perform a thorough and complete assessment of the building exterior;
2. Report on extent of damage which has occurred to building components, including, but not limited to, roofing system, building exterior, structural members, etc;
3. Report on state of gutters, downspouts, roof and area drains if inadequate or damaged, and whether they should be replaced;
4. Analyze all collected data and develop the Preliminary Design and Cost Estimate for the remediation of the problems;
5. Provide an assessment on the impact on building occupants' work areas and surrounding streets traffic during remediation phase;
6. Upon approval of the Preliminary Design and Cost Estimate by the County, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings;
7. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
8. Provide technical assistance and Contract Administration Services as required by the County;
9. Provide Construction Administration for the duration of the Project including management of the construction of the Project;
10. Participate in pre-construction meeting and other project-related meetings for the duration of the project;
11. Perform shop drawing/submittals reviews, field clarifications and as-built/record drawing review;

12. Provide close-out phase services, including, but not limited to, submission of drawings, as-built documents, and other project-related documents.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at [nelson.fowler@shelbycountyttn.gov](mailto:nelson.fowler@shelbycountyttn.gov) or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Monday, April 16, 2012 by 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

**A pre-bid conference will be held for all interested parties at 9:00 A.M., Thursday, April 12, 2012 at the following location:**

**Shelby County Office Building  
Jury Room  
157 Poplar Avenue  
Memphis, Tennessee 38103**

**All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Friday, April 20, 2012.**

Submittals will be reviewed by a Review Committee that will identify the most qualified proposers. At the discretion of the Review committee, selected consultants may be interviewed to determine the most qualified firm or firms.